

Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Gateway User Guide

TIF Management

For cities, towns, and counties with no TIF districts

Table of Contents

Getting Started..... 2

Step 1: Customize Redevelopment Commission 3

Final Step: Submission 6

Getting Started

Local officials can login to Gateway by visiting the Gateway public site at <http://gateway.ifonline.org>. Once there, navigate to the upper-right corner of the screen and click “Local Officials: Login Here.”



Clicking this link takes you to the login prompt. Enter your username (typically, your email address) and password, then click “Log In.” If you can’t login to Gateway, try the “Forgot your password?” tool first. If that doesn’t work, contact the Department at gateway@dlgf.in.gov.

The image shows the 'Authorized Personnel Login' form. It has a dark blue header with the title 'Authorized Personnel Login'. Below the header are two input fields: 'User Name:' with the value 'cshank@dlgf.in.gov' and 'Password:' with a masked password. A note states: '*After 5 failed attempts, account will be locked'. At the bottom left is a 'Log In' button, and at the bottom right is a link for 'Forgot your password?'. A large red arrow points to the 'Log In' button.

Step 1: Customize Redevelopment Commission

All cities, towns, and counties must complete this section of TIF Management. Answering these questions determines what data your unit of government needs to submit in TIF Management.


The first page you should see after successfully logging into Gateway is the “Select Application” page. From here, you will click the “TIF Management” application icon located in the center of the page.

Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance) and **SBOA** (State Board of Accounts).


Select Application

Budgets




Select application to submit your budgets to the DLGF.

Debt Management




Select application to submit your debt to the DLGF.

Annual Financial Report




Select application to submit your Annual Financial Report to the SBOA.

SB 131 Reporting for SWMDs




Select application to submit your files to the DLGF.

TIF Management




Select application to manage TIF districts and submit your files to the DLGF.

100R




Select application to submit your 100R files to the SBOA.

Property Files Upload



Select application to submit your property files to the DLGF.

Account Settings



Update your account profile or change your password.

Clicking this icon will take you to the “Select Unit” page. Click on your unit of government to proceed. If your unit doesn’t appear on this page, please contact the Department at gateway@dlgf.in.gov.

Select Unit

Select Unit from List

2013 ▾

Click a link below to select your unit.

Unit Code	Unit Name	Unit Type	Unit County
9988	DLGF City 6	City/Town	Gateway1

Page 3

You should now be on the “Unit Main Menu.” From here, you can access all the steps in TIF Management. This user guide will teach you how to complete this TIF reporting requirement in sequential order, but the “Unit Main Menu” is useful for navigating to a particular section quickly.







To begin, click “Step 1: Customize Redevelopment Commission.”

Select Unit > Unit Main Menu

Unit Main Menu - DLGF City 6

Select the options below to customize your unit's TIF's, funds, expense, revenue, outstanding obligations, and parcels.

TIF Management Functions

-  **Step 1: Customize Redevelopment Commission**
Verify Redevelopment commission, enter commission name, and create TIF districts.
-  **Step 2: Add Funds to the TIF Districts**
Report the expenses, revenues, and fund balances.
-  **Step 3: Link Debts to TIF**
Report which obligations are supported by TIF districts.
-  **Step 4: Report Debt Payments made in 2012**
Report amount paid on outstanding obligations.
-  **Step 5: Parcel Management**
Upload, view, and manage parcel files for each TIF district.
-  **Final Step: Submission**
Manage the TIF submission status for this unit.



If your city, town, or county *does not have* a redevelopment commission:

Completing TIF Management is very easy. Simply answer “No” to both of the questions on the screen, and then click the “Submit” button.

The screenshot shows a web form with a breadcrumb trail at the top: [Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#). The form contains two questions: "Does this unit have a Redevelopment Commission?" and "Does this unit have any TIF districts?". Both questions have radio buttons for "Yes" and "No", with the "No" option selected in both. A red arrow points to the "No" radio button for the second question. Below the questions is a link labeled "Change commission status". At the bottom are two buttons: "Submit" and "Next Step". A red arrow points to the "Submit" button.

Clicking this button will take you to the final step.

If your city, town, or county *has* a redevelopment commission *with no* TIF districts:

Completing Gateway TIF Management is easy. Simply answer “Yes” to the first question, enter the name of your redevelopment commission, answer “No” to the second question, and then click the “Submit” button.

The screenshot shows the same web form as above. The breadcrumb trail is identical. The first question, "Does this unit have a Redevelopment Commission?", has the "Yes" radio button selected. The second question, "Does this unit have any TIF districts?", has the "No" radio button selected. A red arrow points to the "No" radio button for the second question. Below the questions is a link labeled "Change commission status". The "Redevelopment Commission Name" field contains the text "DLGF City 6 Redevelopme". At the bottom are two buttons: "Submit" and "Next Step". A red arrow points to the "Submit" button.

Final Step: Submission

From the “Unit Main Menu,” you have an opportunity to review the previously completed steps. It is recommended that you do this review before submitting your report in Gateway TIF Management.







When you are ready to submit your report in Gateway TIF Management, click the “Final Step: Submission” task on the “Unit Main Menu.”

Select Unit > Unit Main Menu

Unit Main Menu - DLGF City 6

Select the options below to customize your unit's TIF's, funds, expense, revenue, outstanding obligations, and parcels.

TIF Management Functions

-  **Step 1: Customize Redevelopment Commission**
Verify Redevelopment commission, enter commission name, and create TIF districts.
-  **Step 2: Add Funds to the TIF Districts**
Report the expenses, revenues, and fund balances.
-  **Step 3: Link Debts to TIF**
Report which obligations are supported by TIF districts.
-  **Step 4: Report Debt Payments made in 2012**
Report amount paid on outstanding obligations.
-  **Step 5: Parcel Management**
Upload, view, and manage parcel files for each TIF district.
-  **Final Step: Submission**
Manage the TIF submission status for this unit.

In this final section, you will sign the report by entering your name, title, and four-digit personal identification number (PIN). If you cannot remember your PIN, please contact the Department at gateway@dlgf.in.gov.

Once this information is entered, click the green “Sign and Submit Form” button.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

TIF Submission - DLGF City 6

Form Signature

NAME

Colby Shank

TITLE

Program Coordinator

SIGNATURE/PIN

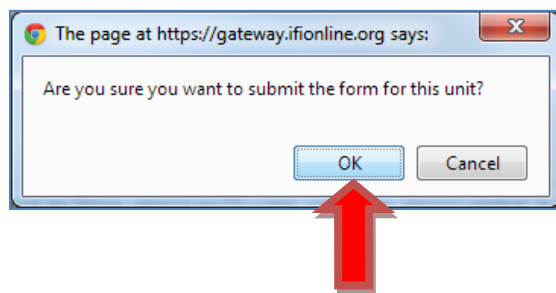
....

DATE

SIGN AND SUBMIT FORM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

In order to prevent accidental submissions, a pop-up box will appear. Click "OK" to submit the form, or "Cancel" to return to the "Submission" page.



Gateway TIF Management has been designed to allow users to unlock their TIF report submissions without Department assistance. If you discover that you made a mistake or omitted data in TIF Management after submitting, click the red "Click here to unlock the form" button.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > **Submission**

TIF Submission - DLGF City 6

This form has been submitted

[Click here to unlock the form](#)

Submitted at 07-12-2013 09:05

Form Signature

NAME

Colby Shank

TITLE

Program Coordinator

SIGNATURE/PIN



DATE

7/12/2013 9:05:47 AM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Another pop-up box will appear. Click "OK" to unlock your TIF report. Click "Cancel" to leave the report submitted.

